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**COUNTY OF LOUDOUN
FIRE-RESCUE COMMISSION
16600 Courage Court
Leesburg, Virginia 20175
(703) 777-0333**

Commission Meeting
25 May 2004
Classroom #2 Training Annex

I. Call To Order: 7:30 p.m. (Delayed due to storm system).

Commissioner I. Buchanan	Present	Supervisor Clem	Absent
Commissioner M. Buchanan	Present	LCFR Acting Chief Brown	Present
Commissioner Habib	Present	Medical Director Sabella	Absent
Commissioner Love	Present	EMS Chair Leo Kelly	Absent
Commissioner Muller	Present	Fire Chair Cunningham	Absent
Commissioner Rambo	Present		

I. OTHERS:

Deputy Chief Matt Partlow (LCFR), Acting Assistant Chief Howard Dawley (LCFR), Deputy Chief Jay Brown (LCFR), Acting Deputy Chief Mary Maguire (LCFR), Mr. John Sandy (County Administration), Mr. Jeff Fletcher (DIT), President P.J. Azzolina (Co. 15/25), Mr. Rick Dizerega (Co. 1/20), Mr. Ed Peters (Co.3), Mr. Dan Telvock (*Leesburg Today*), Ms. Emily Tjelmeland (*Loudoun Times-Mirror*).

II. SPECIAL PRESENTATIONS:

Mr. Jeff Fletcher of the Department of Information Technology (DIT) and Mr. Ken Short of Tandberg Video Conferencing assisted the Commission with the first use of the Tandberg Conference System. Mr. Fletcher advised that the following stations have the video conferencing system: Purcellville Fire (Co.2), Ashburn Fire-Rescue (Co.6), Aldie Fire (Co.7), Lovettsville Fire-Rescue (Co.12), Loudoun Rescue (Co.13), Sterling Fire and Rescue, North Dulles Station (Co.18/25), and Dulles South Fire-Rescue (Co.19). Loudoun Rescue (Co.13) was the only station logged onto the system.

Mr. Short noted that the video conferencing system was installed at the Training Center to provide distance education and learning available in the stations. He identified other technologies useful to fire and rescue, such as a remote videoconference site in emergency vehicles.

Commissioner Muller asked about the system's audio recording capabilities, and how this could be useful for the Commission meetings. Mr. Short advised that the system

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can fully record high quality VCRs, DVDs, or can stream audio to a server.

II. PUBLIC COMMENTS: None

III. COMMISSIONER COMMENTS: None

IV. DEPARTMENT REPORT:

1. Department of Fire and Rescue Services – J. Brown

Chief Jack Brown advised that the Department is updating the Emergency Operations Plan (EOP). He stated that once adopted by the Board, the plan would be distributed to the stations, the Commission, and other agencies for review. A summary of the updated plan will be distributed to the public and the press. Chief Jack Brown advised that emergency phone numbers would be kept in the EOC in lieu of the actual plan. Additionally, he advised that the new plan is more efficient and is organized like the Federal and State response plans.

2. Operations – P. Brandenburg

Deputy Chief Brandenburg advised that the Third Battalion would go into effect on 3 June 2004. Battalion 3 will cover the following stations: Arcola Fire and Rescue, Dulles South Fire and Rescue, Middleburg Fire and Rescue, and Aldie Fire. Battalion 1 will cover the following stations: Sterling Fire (Sterling and North Sterling Stations), Sterling Rescue (Sterling and North Sterling Stations), and Ashburn Fire and Rescue. Battalion 2 will remain unchanged.

The office for Battalion 1 will be in the temporary quarters of the Moorefield Station Fire and Rescue (Temporary Station 23). The Battalion 3 office will be at the South Dulles Station. Battalion 2 offices will be at Purcellville Fire for Chief Colby and the Training Center for Chief Cullers to permit access to Chief Culler's HAZMAT equipment and records.

DC Brandenburg advised that Phase 2 of the distribution Urban Area Security Initiative (UASI) funding is underway. Loudoun County will receive a second set of turnout gear for system staff for use in the event a WMD incident occurs. He advised that LCFR and Prince William County were successful in securing equipment for both volunteer and career members of their systems. Loudoun will receive 683 sets of turn out gear for volunteer staff and 200 sets for the career staff. He noted that if more than 683 sets of gear had been required, that LCFR would not have received funding this year.

DC Brandenburg advised that the D.C. Government would purchase the gear from Globe. DC Brandenburg advised that he is working with the Fire Council on distribution of the equipment and sizing, but the UASI funds must to be spent by the end of May.

Commissioner Habib indicated that Ashburn is using Morning Side gear and would like to have additional identical equipment. Chief Jack Brown noted that due to the need to order equipment by the end of May, the Globe gear must be ordered to

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simplify the process. DC Brandenburg advised that LCFR would look into the use of a separate storage facility to accommodate the extra gear.

3. Fire Marshal – J. Flippo

Chief Jack Brown advised that the Fire Marshal's Division terminated open burning on Belmont Ridge Road on 24 and 25 May due to smoke complaints in the area. Chief Brown advised that there is a burning ban in effect from 1 June to 31 August. The ban will be lifted on 1 September.

4. Communications – M. Partlow

Deputy Chief Partlow advised that the Emergency Communications Center (ECC) has started tracking manpower statistics and that unit reporting has improved. He noted that the Computer Assisted Dispatching (CAD) system does not allow entry of staffing by unit, but as time permits, dispatchers have been entering the information as comments. DC Partlow stated that he has met with Mr. Fletcher of DIT to determine whether the CAD vendor, GEAC, can modify the software to permit tracking by unit.

Commissioner Rambo advised that he would like to start discussing FY06 fire and rescue information technology needs, including a plan to enhance records management issues, mapping, and additional radio needs. Commissioner Rambo requested that DC Partlow, Commissioner Muller, and Mr. Fletcher begin to identify their priorities for inclusion in the FY06 budget.

DC Partlow advised that progress has been made with the wireless mapping project within the last month. He advised that the wireless mapping would display the area of a cellular 911 call on the CAD system to within 10 feet of where the call was made, depending on the wireless carrier.

5. Training and Planning – H. Dawley

Acting AC Dawley reported that interviews were conducted on 4 and 5 May for the Battalion Chief vacancies in Human Resources and Training. Captain Corey Parker was promoted to Battalion Chief of Training and Captain Mike Nally has been promoted to Battalion Chief of Human Resources.

Acting AC Dawley advised that next month Acting DC Maguire will report on planning and administration, and DC Brandenburg will report on Training.

Commissioner I. Buchanan inquired about any class cancellations due to the budget reasons and Acting AC Dawley advised that the Department adjusted the remaining budget to allocate sufficient overtime funds to avoid any class cancellations for the remainder of FY05.

V. COUNCIL REPORTS:

A. EMS COUNCIL – L. Kelly

Deputy Chief Jay Brown extended a thank you to Loudoun Hospital Center for

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the meals they provided for the EMS Council meeting on National EMS Appreciation Week.

DC Jay Brown advised that the Dulles International Airport readiness drill was held on 8 May. He stated that there would be a meeting this week to critique the drill and address several concerns.

B. FIRE COUNCIL – J. Cunningham None

VI. MEDICAL DIRECTOR REPORT – Dr. D. Sabella

DC Jay Brown advised that Dr. Sabella and Dr. Morgan are completing their review of the Emergency Medical Dispatch (EMD) protocols and will review the program next month.

VII. DISCUSSION TOPICS:

1. FRP 4.2.1, Distribution of FY05 County Contributions (Action) – D. Rambo

Commissioner Rambo provided two financial spreadsheets based on previous Commission discussions. The calculations reflect the call statistics and final budget adopted by the Board of Supervisors. Commissioner Rambo noted that there were two minor errors on the spreadsheets that required clarification:

1 – On the contribution spreadsheet, a 5% increase in the baseline station contribution was noted. The base contribution for FY05 remains frozen at \$108,000.

2 – The proffer distribution funds were calculated incorrectly. If funding is frozen at FY04 levels, the remaining funds available for the Commission's proposed grant program will be \$94,000, not \$150,000.

Commissioner Rambo advised that the current algorithm has provided the base contributions of \$108,000 per station, with the exception of the South Dulles Station (Co.19). Based on increased call volumes, the per call reimbursement will decrease from \$77 to of \$69.43. Sterling Rescue and Loudoun Rescue experienced a loss of about \$20,000 each under the revised algorithm and Arcola Fire and Rescue had the greatest increase of about \$18,000.

Commissioner Rambo added that the available proffer funding is around \$2.55M. He recounted that the Commission has discussed retaining proffer funds over the FY04 contribution to establish a grant fund. The fund would contain \$94,000 in FY05. Commissioner Rambo proposed modeling the fund after the Rescue Squad Assistance Fund to provide 50/50 awards for needed equipment and programs.

Acting DC Mary Maguire suggested returning all stations to their FY04 funding level. Commissioner Muller asked if it was possible to allocate the additional proffer funding as subsidy to cover the per call amount loss to impacted companies. Commissioner Rambo noted that Supervisor Clem has indicated that the Commission has the discretion to allocate the funding to replace lost

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funding. Discussion followed.

Commissioner Rambo asked President Azzolina of Sterling Rescue (Co.15/25), and President Porter of Loudoun Rescue (Co.13) about the financial impact of the lost funding. Both Presidents agreed that although the loss was substantial, the companies would adjust accordingly. Commissioner Rambo noted that the Commission should restore per call funding in FY06 prior to additional adjustments to base contributions to address the losses.

Commissioner Rambo asked if a plan for the grant funding could be based on the concepts reviewed during the meeting. He advised that he would suggest that the EMS Chairman, Fire Council Chairman, and Assistant Chief of the Department act as the committee to review and prioritize grant requests for Commission review and action.

The guideline was moved to an action item.

2. FRG Operations 3.1.3.1, Self-Contained Breathing Apparatus (Discussion) – M. Buchanan

Commissioner M. Buchanan advised that after distribution of the draft of FRG Operations 3.1.3.1, he received suggestions to combine the guideline with the N95 FRG adopted last month. He noted that the primary concern was the schedule for annual fit testing. Fit testing was supposed to begin in February.

Commissioner Rambo suggested that the FRGs remain separate since they address different topics. Commissioner M. Buchanan agreed and the guideline was moved to an action item.

3. FRG Administration 1.1.2.1, Fire and Rescue Auxiliaries (Discussion) – D. Rambo

Commissioner Rambo advised that legislation has been adopted allowing local government to provide complimentary County vehicle registration benefits for fire and rescue auxiliaries. Commissioner Rambo noted concern that the Commission and the County does not know how many auxiliaries are acting within the fire and rescue system. FRG Administration 1.1.2.1 was prepared in order to identify the auxiliaries and provide a point of contact for addressing benefits issues.

Commissioner Love stated that many auxiliaries only want to give their time without being identified for their service. She also stated that the County Attorney's Office should look at the FRG for any County liability. Commissioner Rambo noted that each fire and rescue company should be responsible for their auxiliaries.

Discussion followed, and Commissioner Rambo advised that he would send out as a draft to all volunteer stations for review and comment

4. Status of Board of Supervisors Actions (Information) – J. Brown / D. Rambo

a. Resolutions of Appreciation for Ms. Deirdre E. Jepsen, Chief Robert P. Griffin, Jr., and the Old Dominion Kennel Club

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Commissioner Rambo advised that the Board of Supervisors has adopted the Resolutions of Appreciation for Deirdre Jepson and Chief Robert P. Griffin, Jr.. Deputy Chief Jay Brown advised that the Board of Supervisors has not acted on the Commission's request for a Resolution of Appreciation for the Old Dominion Kennel Club.

b. Approval of two Medical Air Evacuation Bases at Leesburg Airport

Commissioner Rambo advised that the Board approved the addition of two self-funded Medevac services at Leesburg Airport. Deputy Chief Jay Brown advised that he and Deputy Chief Partlow would develop dispatch algorithms for the service.

5. Capital Facilities Programs and Issues (Information) – H. Dawley

Acting AC Dawley advised that a Capital Improvement Program summary was distributed to the Commission for review.

a. Station Partnership Proposal– H. Dawley / D. Rambo

Acting AC Dawley reported that he and Commissioner Rambo met with County Administration on 24 May to discuss partnership alternatives for the proposed Purcellville Safety Center. The project will establish the precedent for subsequent partnerships. County Administration, the County Attorney's Office, and the management staff from the Department of Financial Services are exploring options for project financing that would permit volunteer company ownership. A status report is expected at the June Board of Supervisors Public Safety Committee meeting.

b. Dulles South Fire and Rescue Station - H. Dawley

Acting AC Dawley reported that the Department and Arcola Fire and Rescue reviewed 100%-construction drawings. Agreement on the final civil design by Toll Brothers, their civil engineers, the Hughes Group design team, and senior County Administration is pending. Solicitation of a general contractor is expected in June.

c. Opening of Broadlands Temporary Fire and Rescue Station - H. Dawley

Acting AC Dawley reported that construction remains on schedule for permit occupancy by 1 July.

d. Training Center – H. Dawley

Acting AC Dawley reported that at the Board of Supervisors conducted their Public Hearing on the Training Center's Special Exception application on 11 May. The Board suspended their rules and approved the application on 11 May. A request for proposal (RFP) for a general contractor will be released in June.

e. Station Renovation / Rehabilitation Study – H. Dawley

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Acting AC Dawley reported that the County requested Heery revised their planned station reports to provide greater detail and support for their cost estimates. A few additional station visits will be needed to complete the assessments. Heery will schedule meetings with individual volunteer companies regarding station findings and cost implications following the completion of their reports.

f. Rural Water Supply Tank Installations – H. Dawley

Acting AC Dawley reported that the installation of three (3) 15,000-gallon water tanks is underway. The tank located at Neersville Fire and Rescue is complete and the tank at the Bluemont Community Center will be completed in early June. Installation of the Lincoln Elementary tank will be completed once school is in summer recess.

g. Exhaust Recovery System Installations – H. Dawley

Acting AC Dawley reported that an RFP was issued for installation of hose-free exhaust recovery systems at Round Hill Fire and Rescue, Aldie Fire, and Lucketts Fire. Installation of the systems was restructured and the County will purchase equipment for installation on an existing task order contract.

6. Reauthorization of Neersville Fire and Round Hill Fire and Rescue In-Home Duty Crew Programs (Action) – D. Rambo

Commissioner Rambo advised that the six-month deadline for reconsideration of the Round Hill and Neersville In-Home Duty Crew FRGOs has arrived.

Commissioner Muller noted that the in-home duty crew program has been adopted into Round Hill's standard operational procedures and the Commission's general order is no longer required. Commissioner Muller assured the Commission that Round Hill is planning to continue the program if the FRGO lapses.

Commissioner Rambo suggested that with the Commission concurrence, FRGO 2.0, Round Hill Fire and Rescue In-Home Duty Crews will be allowed expire on 30 June 2004. Commissioner Rambo noted that he believes that Neersville Fire should continue with in-home duty crew notifications until at least 31 December 2004.

Discussion followed on the corresponding FRG Operations 8.0.4, System Status Management. Commissioner Rambo advised that he would begin to readdress the issues raised in the FRG next month.

7. Squad Truck Standards (Information) – L. Kelly / M. Buchanan / A. Love

DC Jay Brown advised that EMS would have a full report of standards and staffing to the Commission by the September Commission meeting.

8. Commission Bylaw Amendment (Discussion) – D. Rambo

Commissioner Rambo advised that a bylaw amendment is required to address periods when an acting chief represents the Department of Fire and Rescue

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Services on the Commission. A suggested amendment was provided as a draft for the Commission's review. Commissioner Rambo noted that a ten-day review period is required before the Commission can act on the proposed amendment.

The Commissioner's noted that the wording on page 3, paragraph 7 should read, "shall serve" instead of "act." The Commission also requested that the term "Acting Chief" be addressed in the definitions section of the bylaws. Commissioner Rambo advised that he would make the revisions and bring the amendment to the Commission for consideration in June.

9. Junior Firefighter Program Policy Change (Discussion) – D. Rambo / J.J. Brown

Commissioner Rambo advised that clarification has been provided by the Department of Fire Programs regarding junior firefighter programs. The Department of Fire Programs has reminded jurisdictions that ordinances must be in place addressing junior firefighter programs.

Discussion followed and Commissioner Rambo requested the Department's assistance to develop an ordinance for consideration of the Board of Supervisors.

10. Medtronics Equipment Failures – J.J. Brown / L. Kelly

Deputy Chief Jay Brown advised the Commission about battery failures with Medtronics defibrillators. DC Jay Brown stated that the issues would be addressed with the local service and sales representative for Medtronics on 26 May.

11. Endorsement of Third Battalion – J. Brown

Commissioner Rambo advised that when the original battalion program was developed, the Commission endorsed the creation of two battalions. Since the addition of another battalion deviates from current policies, Commissioner Rambo suggested that the Commission consider the creation of a third battalion.

Deputy Chief Brandenburg stated that the third battalion would be staffed every day for 12 hours. When available, volunteer battalion chiefs will be responsible for evening coverage. He noted that the Department is in the process of advertising for additional volunteer Battalion Chiefs.

This item was moved to an action item.

12. FY06 Fire - Rescue Education Initiatives – D. Rambo / J.J. Brown

Commissioner Rambo endorsed the development of a FY06 budget initiative to incorporate fire and rescue programs into the vocational – technical education program of the Loudoun County School System. He stated that he would like the Department and Commission to develop a proposal for presentation to the School Board later this year.

Commissioner Rambo also requested staff assistance to develop a budget initiative to establish an automatic external defibrillation / CPR program within the

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Department of Fire and Rescue Services. Commissioner Rambo addressed a goal of training all County and school system employees in the use of AEDs and CPR within two years. The education program will augment the placement of AEDs by Sterling Rescue, the County, and the School System.

13. First Due Mapping (Status) – M. Buchanan / M. Carter

Commissioner Rambo stated that he would like to include development of first due maps in the information technology initiative discussed in item IV 4. Deputy Chief Partlow suggested that the Commission and staff consider initiatives in preparation to meet with John Pumphrey of DIT. Project should be prioritized following discussions with DIT.

14. FRG Administration 3.5.1, Background Investigations (Discussion) – D. Rambo

Commissioner Rambo recommended that the Commission consider establishing basic background investigation criteria to assist volunteer companies to screen applicants. Discussion followed on how such a policy would affect junior members and Commissioner Rambo suggested that a parent's consent would be required to conduct a background investigation. Commissioner Rambo advised that he would develop a draft based on the County's background criteria and would distribute a copy to each station for review and comment.

15. Fire and Rescue Tax District Ordinance – D. Rambo

Commissioner Rambo suggested including the fire and rescue tax district ordinance as a part of the fire and rescue budget program for FY06. He noted that the Commission should gather supporting information during the next few months to support this initiative in the fall. The Commission agreed that they wanted reintroduce this item to the Board this year.

16. Ambulance Service Fees – Jay Brown

Deputy Chief Jay Brown advised that Fairfax County has started charging patients for ambulance transportation. Advanced life support transports are invoiced at \$500 and basic life support transports cost \$300. DC Brown noted that the Commission would need to be prepared to address this topic with the Board of Supervisors during next year's budget discussions.

Discussion followed and Chief Jack Brown advised that he would address issues associated with mutual aid billing of Loudoun County residents with Fairfax County. Chief Jack Brown will request the Fairfax provide correspondence indicating that they will not charge County residents for transports resulting from mutual aid requests.

VIII. ACTION ITEMS:

1. Consideration of Minutes from 27 April 2004 Commission Meeting – A. Hackney

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Muller to approve the 27 April Commission Minutes.

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*The motion was adopted (5-0-1-0)
(Commissioner Love abstained; she was absent from the 27 April meeting,
Acting Chief Jack Brown supporting the motion).*

2. Consideration of FRP 4.2.1, Distribution of FY05 County Contributions – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner I. Buchanan to adopt FRP 4.2.1, Distribution of County Contributions, the proffer distribution spreadsheet for FY05 proffer funds, and to establish a grant fund of \$94,000. An FRG addressing the distribution of the grant funds will be developed at a later date.

As a point of order, Commissioner M. Buchanan stated that he disputed the proffer distribution funding for Sterling Fire and requested that the allocation be verified. Commissioner Rambo requested DC Maguire to review the distribution. If a discrepancy were noted, the Commission would correct the distribution at the June Commission meeting.

*The motion was adopted (6-0-0-0)
(Acting Chief Jack Brown supporting the motion.)*

3. Consideration of FRG 3.1.3.1, SCBA FIT Testing – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to adopt FRG 3.1.3.1, SCBA FIT Testing.

*The motion was adopted (6-0-0-0)
(Acting Chief Jack Brown supporting the motion.)*

4. Reauthorization of FRGO 1.0, Neersville Fire In-Home Duty Crews – D. Rambo

A motion was made by Commissioner Love and seconded by Commissioner Habib to reauthorize FRGO 1.0. Neersville Fire In-Home Duty Crews through 31 December 2004.

*The motion was adopted (6-0-0-0)
(Acting Chief Jack Brown supporting the motion.)*

5. Rescind FRGO 2.0, Round Hill Fire-Rescue In-Home Duty Crews – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner Muller to rescind FRGO 2.0, Round Hill Fire and Rescue In-Home Duty Crews effective with the expiration of the current general order on 30 June 2004.

*The motion was adopted (6-0-0-0)
(Acting Chief Jack Brown supporting the motion.)*

6. Establishment of a Third Battalion – D. Rambo

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A motion was made by Commissioner Rambo and seconded by Commissioner Love to endorse the establishment of a third battalion.

*The motion was adopted (6-0-0-0)
(Acting Chief Jack Brown supporting the motion.)*

IX. ANNOUNCEMENTS:

1. Fall EMT Instructor Institute

Deputy Chief Jay Brown announced that the Fall EMT Instructor Institute is scheduled to be held at the Loudoun Fire and Rescue Training Center, but may be moved to Ashburn or NOVA due to space limitations. The program will be held the first weekend in October.

2. Special Junior Scholarship Fund

Commissioner Love advised that the caterer from Deirdre Jepson's retirement party graciously forgave all of her fees and requested establishment of a \$1,000 scholarship at Loudoun Valley High School for a student planning to study fire and rescue programs. Arcola Fire and Rescue is planning to establish an annual scholarship.

3. Commission Recess in July

Commissioner Rambo suggested that the Commission take a July recess and resume meetings at the end of August. Commissioner Muller advised that three Commission terms expire at the end of June. Commissioner Rambo advised that the Board has advertised the Commission appointments.

IX. EXECUTIVE SESSION: None

X. ADJOURNMENT:

A motion was made by Commissioner M. Buchanan and seconded by Commissioner I. Buchanan to adjourn the Commission meeting until the next scheduled date of 29 June 2004 at 1900 hours at the Training Center.

*The motion was adopted (6-0-0-0)
(Acting Chief Brown supporting the motion.)*